



**URBAN MANAGEMENT ASSISTANTS OF NORTH TEXAS
2019 Executive Committee Meeting
April 5th, 2019
Benbrook**

The following members were present

Caitlin Biggs, Little Elm
Jason Hammett
Brittany Huff, Hudson Oaks
Hillary Cromer, Benbrook
Lauren LaNeave, Southlake
Amanda Valdez, Benbrook
Mayra Cantu, Grand Prairie
Taylor Lough, Richardson
Laurie Garber, Carrollton
Cassie Tucker, Southlake

1) Call to order and motion to approve the minutes

- Taylor called the meeting to order at 12:03pm
- Next month's meeting is at 3:00PM in Hudson Oaks
- A quorum was present
- Lauren LaNeave made a motion to approve the minutes, Amanda seconded, the motion carried and the minutes were approved unanimously

2) Updates

Wine and Dine (Lauren and Hillary)–

- Logistics all set, Committee members arrive a little early
- \$4500 so far for scholarship funds
- Event is oversold
- 5:45 Lauren thank everyone and have people take seats, announce wine bottle purchase fundraiser – intro Taylor – Taylor talk about the purpose of event; Taylor intro NTCMA president
- Dinner at 6:00PM
- Guided wine tours at 6:20PM
- Out by 8pm

Laurie – Budget

- Changes include speaker gifts
- Separately listed ad expenses/ promo items
- \$250 for memberships and partnerships
- Motion to adopt made by Brittany, Hillary second – passed unanimously

- Website changes will save us money long term and we will shift payment through wild apricot
- Laurie to reach out to company to ensure security

Professional Development – Mayra and Caitlin

- Budget 101 – 15 attendees; make sure you push an email out to all members about events
- Servant Leadership -- 13 signed up currently, need to push on Facebook / LinkedIn
- Bowling idea – managers connect with early professional, maybe an event to have fun with managers and foster relationships - summer?

Communications, Amanda:

- working on first newsletter
- send info Amanda's way
- Bernie made a brochure and draft will be sent out to everyone and then we can implement

Membership, Taylor

- Things are going well, working with Leticia on website issues

Networking and Events, Brittany & Hillary

- Networking event at Bar Louis in the Toyota Music Factory – less than 10 people but it was still fun; increase communication with partner organizations
- UNT event for back to school
- Exec Connect Thursday May 16th; 4-6, need execs, send Brittany's way

3). Closing Comments

- Next meeting is Friday May 3rd in Hudson Oaks, 3:00PM and 5:00PM networking event in Fort Worth
- Those who can attend, should

With no other business to consider, Taylor adjourned the meeting at 12:25 PM.

Taylor Lough, President

ATTEST:

Cassie Tucker, Secretary